

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that youth will have access to personal and legal resources via mail.

**PURPOSE**

This policy ensures the appropriate handling of all mail received and sent by youths.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to youths' mail. At a minimum, these SOPs must contain the following requirements:

**Mail Sent or  
Received**

Privileged mail is opened only in the presence of the youth to inspect it for contraband.

Privileged mail is opened only if there is a reasonable basis to believe the envelope contains illegal contraband.

Outgoing mail is only opened following approval of the facility/center director or designee.

Staff may thoroughly inspect all packages.

**Reading Mail**

Staff will not read mail unless there is clear and convincing evidence to justify reading the mail.

The youth is present when the mail is opened and read.

**AUTHORITY**

Child Caring Institutions Rules, R400.4145